

STATE OF MISSISSIPPI  
DEPARTMENT OF FINANCE AND ADMINISTRATION  
501 North West Street, Suite 1301, Woolfolk Building  
Jackson, Mississippi 39201  
Phone: 601/359-3402

**REQUEST FOR QUALIFICATIONS  
FOR  
PROFESSIONAL SERVICES**

1. **GENERAL:** The Department of Finance and Administration (DFA) will contract for an initial three year term with up to two one-year renewals for professional **civil engineering** services for the scope of work listed in this document related to the development of the **Capitol Complex Improvement District Master Plan**. Basis of contract will be a combination of stipulated fee of \$100,000.00 for the first year only as indicated herein for certain defined tasks plus not to exceed \$50,000.00 each year based upon an hourly rate to be negotiated with selected professional.
2. **CAPITOL COMPLEX IMPROVEMENT DISTRICT:** The Capitol Complex Improvement District (CCID) is a defined geographic area within the City of Jackson, Mississippi designated by House Bill 1226, Laws of 2017 wherein the DFA is authorized to manage and implement certain infrastructure improvement projects utilizing certain sales tax revenues generated within the corporate limits of the City of Jackson, Mississippi.
3. **IMPROVEMENT PROJECTS:** The scope of infrastructure improvement projects includes street, curb and gutter reconstruction/resurfacing/repairs, bridge construction/reconstruction/repair, surface water drainage system reconstruction/repair, street lighting installation/replacement, traffic signal installation/replacement, water and sewer line installation/replacement/rehabilitation, public park and public rights-of-way reconstruction/repair, sidewalk reconstruction/repair/landscaping, relocation of power and communication lines underground and other infrastructure, public safety and similar improvements as deemed necessary by the DFA.
4. **MASTER PLAN:** The Master Plan shall be a comprehensive plan for improvement projects developed by the DFA in consultation with the Capitol Complex Improvement District Project Advisory Committee as defined by House Bill 1226, Laws of 2017. Improvement projects will be coordinated with the City of Jackson to the greatest extent possible. The Master Plan shall attempt to incorporate the needs of the city, the DFA, Jackson State University, the University of Mississippi Medical Center, the Mississippi Department of Archives and History and the commission established by the City of Jackson pursuant to Section 27-65-241 of the Mississippi Code of 1972, Annotated. The Master Plan will be completely updated every five (5) years and may be updated at any time.
5. **SELECTION PROCESS:** Professional selection will be in accordance with the Department of Finance and Administration's Bureau of Building, Grounds and Real Property Management's Professional Selection Policy as identified in the Planning and Construction Manual Section 400.6.B.

Evaluation criteria for short list selection for this RFQ shall be as follows (100 point scale):

1. **Past Performance:** If a firm has done prior work for the Department of Finance and Administration or any of its component Offices, award up to 10 points depending upon past performance.
2. **Site Presence:** Geographic location and/or proven track record of maintaining presence on site, award up to 10 points.
3. **Project Team:** General qualifications of Professional Team as well as specific abilities of identified team members, award up to 50 points.

4. **Relevant Experience:** Experience of Professional Team with work of similar type, scale and/or complexity of subject scope of work, award up to 20 points.
5. **Fresh Perspective:** Professional Team has no/low previous work with the Department of Finance and Administration or any of its component Offices, but offers new perspective or additional resource, award up to 10 points.

**Interviews** for short listed Professionals will be scheduled on or before **Friday, July 27, 2018**. (see below for submission date)

Evaluation criteria for final selection from short listed firms for this RFQ shall be as follows (100 point scale):

1. **Project Vision:** Professional has a clear vision/strategy which complements vision of the Department of Finance and Administration, award up to 25 points.
  2. **Relationship Management:** Professional demonstrates ability to balance goals and requirements of multiple governmental entities and stakeholders, award up to 10 points.
  3. **Data Analysis:** Professional demonstrates ability to gather, compile, research and analyze data from multiple sources such as previous master plan efforts, studies, and reports, award up to 20 points.
  4. **Data Communication:** Professional demonstrates ability to effectively communicate complex data to diverse stakeholders via both written and graphic means, award up to 20 points.
  5. **Budget Estimating:** Professional demonstrates ability to provide accurate and reliable cost data and estimated range of anticipated costs of proposed work, including projecting the impacts of phasing and future cost escalation factors, award up to 15 points.
  6. **Schedule Control:** Professional meets all submission dates and anticipates/resolves potential issues/conflicts in a timely manner, award up to 10 points.
6. **SUBMISSIONS:** Any individual, firm, or corporation desiring to provide services should submit the following in hard copy and digital format to the Department of Finance and Administration in **DUPLICATE**.
1. **Letter of Interest:** Submission must be accompanied by an individual letter.
  2. **Narratives:** Submission must include narrative(s) and any other documentation that will assist the Selection Committee in evaluation of the Professional and proposed Consultants by the criteria noted above.
  3. **Form M54:** Submission must be accompanied by a completed and current Form M54, Architect-Engineer Related Services Questionnaire. This document can be found on the Bureau of Building web page: <http://www.dfa.ms.gov/dfa-offices/bureau-of-building-grounds-and-real-property-management/bob-forms-for-aes-professionals/>
  4. **Form M55:** Submission must be accompanied by a completed and current Form M55, Architect-Engineer Related Services for Specific Project. This document can be found on the Bureau of Building web page: <http://www.dfa.ms.gov/dfa-offices/bureau-of-building-grounds-and-real-property-management/bob-forms-for-aes-professionals/> M55 Item 7 must include entries for key personnel for the following four (4) project assignments:
    1. **KEY PRINCIPAL** - will be totally responsible for the work to be provided.
    2. **DATA ANALYSIS** – will be responsible for data gathering, research, review and analysis.
    3. **DATA COMMUNICATION** – will be responsible for development of written and graphic materials.
    4. **BUDGET ESTIMATING** - will be responsible for development, updating and review of cost estimates and budget data.
    5. **JOINT VENTURE** – if your entity is proposing a joint venture (partnership / collaboration / etc.) – please list same in the M55 Box 3 for Firm (or Joint Venture) Name & Address. Before award, the

Joint Venture will need a Federal ID number and registration at the Mississippi Secretary of State. Insurance requirements would be E&O for the Joint Venture entity but individual firm Workers Comp policies would be acceptable.

7. **PROPRIETARY INFORMATION:** Any page(s) of proposal that proposer considers to contain “trade secrets” or confidential commercial or financial information shall be submitted on different color paper than non-confidential pages and be marked in the upper right hand corner with the word “CONFIDENTIAL”. Failure to clearly identify will result in that information being released subject to a public records request.
8. **MODIFICATIONS TO PROPOSALS:** A Professional may modify their proposal at any time prior to the scheduled closing time indicated in this Request for Qualifications. A Professional may not modify their proposal after the scheduled closing time and prior to short-listing; however, short-listed Professionals may supplement or modify their proposal in any manner they so choose until the date and time of Professional Interviews, if conducted. If interviews are waived by Owner, no modifications will be permitted unless the Owner formally notifies short-listed Professional in writing that they have been short-listed, that interviews have been waived, and of the closing time for any modifications to be considered for final selection.
9. **IRREGULARITIES:** The omission of any information requested on this Request for Qualifications may be considered as an informality, or irregularity, by the awarding public body when, in their opinion, the omitted information does not alter the Qualifications, or place other Proposers at a disadvantage.
10. **DISQUALIFICATION:** The following list of situations may disqualify a Professional from being considered:
  1. Failure to comply with the Request for Qualifications’ requirements.
  2. Professional, or one or more of his proposed Consultants, is involved in an ongoing dispute related to the Professional’s, or proposed Consultant’s, execution, expertise, proficiency, or timely performance of a previous Contract with the Department of Finance and Administration, any of its offices or bureaus, or another state agency, university, community college or junior college.
  3. Professional, or one or more of his proposed Consultants, is in arrears on existing Contract(s) with the Department of Finance and Administration, any of its offices or bureaus, or another state agency, university, community college or junior college.
  4. Professional, or one or more of his proposed Consultants, has defaulted on a previous Contract with the Department of Finance and Administration, any of its offices or bureaus, or another state agency, university, community college or junior college.
11. **DELIVERY:** All submissions must be received at the Department of Finance and Administration by 5:00:00 p.m., on **Monday, July 16, 2018**. Address all submissions to:

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12. **SCOPE OF WORK:** The DFA needs Professional Services for the following tasks:
  1. **Data Research and Analysis:** Professional will gather, research and review current and previous master plans, studies and other reports and proposals concerning infrastructure improvements within the CCID. Such documentation shall include, but not be limited to, that prepared by or for the City of Jackson, Department of Finance and Administration, Jackson

State University, University of Mississippi Medical Center, the commission established by the City of Jackson pursuant to Section 27-65-241, Downtown Jackson Partners and other such entities. All documentation available shall be digitally uploaded or scanned and uploaded to establish CCID reference database. Summary of data and findings shall be compiled in a report and furnished to the DFA and Project Advisory Committee.

2. **Prioritization Methodology:** Professional will develop, in conjunction with DFA staff, criteria, factors, strategies and methodology for the prioritization and scheduling of potential improvement projects to be included in the Master Plan. This work will be iterative in nature, involving draft presentation(s) and input for the Project Advisory Committee.
3. **Project Scope Development:** Utilizing data and findings obtained during Data Research and Analysis Phase, Professional will develop, in conjunction with DFA staff, broad/overall scope(s) for potential projects to be included in the Master Plan. This work will be iterative in nature, including revising such scopes as required to consider pre-planning, phasing, combining, expanding or reducing such project scopes for inclusion within the 5 year Master Plan period. Draft scopes will be prepared and presented for review and comment of the Project Advisory Committee. Final deliverable will consist of scopes for all proposed Master Plan improvement projects.
4. **Cost Estimating and Budget Development:** Professional will develop and/or update cost estimates for both potential and selected projects to be included in the Master Plan. This work will be iterative in nature, including revising such estimates as required to consider phasing, combining, expanding, reducing or re-scheduling such projects. Draft budget(s) will be prepared and presented for review and comment of the Project Advisory Committee. Final deliverable will consist of 5 year budget for the proposed Master Plan improvement projects.
5. **Data Communication:** Professional will develop both written (narratives, scope statements, etc.) and graphic (color coded maps, tables, charts, etc.) presentation materials for the purpose of communicating prioritization strategies as well as scopes and budgets of projects to be included in the Master Plan.
6. **Consulting Services:** Following completion of Data Research and Analysis Phase and approval of final Master Plan, Professional will perform Master Plan updates, review and consider additional or revised project scopes, provide estimates, attend Project Advisory Committee meetings and other consulting tasks on an as-needed basis as determined by the Department of Finance and Administration throughout the contract term.

13. **COMPENSATION:** The form of contract to be utilized subsequent to selection shall be the Standard Form of Agreement between the Owner and the Professional as attached. Compensation for the above tasks will be provided on the following basis:

1. **Data Research and Analysis:** Stipulated fee of \$25,000.00, upon completion of reference data upload and submission of report, subject to review and approval of the DFA, no later than 60 days following execution of contract.
2. **Prioritization Methodology:** Stipulated fee of \$15,000.00, upon development of methodology, subject to review and approval of the DFA, no later than 90 days following execution of contract.
3. **Master Plan Development:** Stipulated fee of \$60,000.00, with \$30,000.00 payable upon submission and approval of initial draft plan and \$30,000.00 payable upon approval of final Master Plan by the DFA, no later than 180 days following execution of contract.

4. **Consulting Services:** Not to exceed \$50,000.00 annually, payable monthly on the basis of negotiated hourly rates.